



## Request for Address Change of a Water Quality Permit or Registration

If you have questions about completing this form please contact the Applications Review and Processing Team at 512/239-4671.

Permittees are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact the Records Services - Central File Room Customer Service Center at (512) 239-2900.

### Permit / Registration Information

1. What is the TCEQ Water Quality Permit or Registration No.? \_\_\_\_\_
2. What is the EPA ID No.?: **TX** \_\_\_\_\_
3. Current Name on Permit/ Registration: \_\_\_\_\_
4. What is the Customer Number (CN) for the current Permittee? **CN** \_\_\_\_\_  
Search for your CN at:  
<http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch>
5. What is the RE Reference Number (RN): **RN** \_\_\_\_\_  
Search for your RN at:  
<http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch>
6. Do you have a Domestic Reclaimed Water Authorization?      Yes      No

### New Address Information

1. What is the applicant's **mailing** address as recognized by the **US Postal Service**?  
You may verify the address at: <http://zip4.usps.com/zip4/welcome.jsp>  
Mailing Address: \_\_\_\_\_  
Internal Routing (Mail Code, Etc.): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
*Mailing Information if outside USA*  
Territory: \_\_\_\_\_ Country Code: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_
2. The permittee is responsible for paying the annual fee. The annual fee will be assessed to permits active on September 1 of each year. TCEQ will send a bill to the address provided in this section. The permittee is responsible for terminating the permit when it is no longer needed. If you are also requesting to change your billing address please complete the following:

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Billing Mailing Address: \_\_\_\_\_

Internal Routing (Mail Code, Etc.): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

***Mailing Information if outside USA***

Territory: \_\_\_\_\_ Country Code: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Extension: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Other TCEQ Programs in which this regulated entity participates**

Please check all that apply:

Air (    NSR or    Title V)

Licensing

Water Rights

Water Utilities/Districts

Petroleum Storage Tanks

Municipal Solid Waste

Industrial & Hazardous Waste

**Responsible Official**

Responsible Official Signature *(Please refer to 30 TAC §305.44 for signatory requirements)*

I \_\_\_\_\_ Title: \_\_\_\_\_  
*(Printed Name)* *(An executive official)*

certify that I am authorized under 30 Texas Administrative Code §305.44 to sign this document and can provide documentation in proof of such authorization upon request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail completed form to: Texas Commission on Environmental Quality  
Applications Review and Processing Team (MC-148)  
PO Box 13087  
Austin TX 78711-3087

# Instructions

This form applies to:

Sludge Permits and Registrations authorized under Chapter 312

Industrial and Municipal Permits authorized under Chapter 305

Agriculture Permits/Registrations authorized under Chapter 321

Industrial and Municipal Reclaimed Water Authorization authorized under Chapter 210

## Permit / Registration Information

1. Please insert your permit number WQ00##### or Registration Number 7#####. If you are unsure of your number you can search for it at <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=home.welcome> by either the customer (CN) or Regulated Entity (RN). A list of all permitted sites will show in the search window for the customer or site.
2. EPA ID Number: This number is assigned to Texas Pollutant **Discharge** Permits (TPDES) only. The number can be found on the top right-hand corner of your issued permit. You can also search for the number at the following address. It will be listed with the permit.  
<http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=home.welcome>.
3. Current Name on Permit/Registration: Please list the current permittee. This information can be found on the first page of your permit.
4. Customer Number (CN): Each customer of the TCEQ is assigned a customer number. Search <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch> for your number.
5. Regulated Entity Reference Number (RN)  
This is a number issued by TCEQ's Central Registry to sites (a location where a regulated activity occurs) regulated by TCEQ. This is not a permit number, registration number, or license number. Search TCEQ's Central Registry to locate your regulated site at:  
<http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch>
6. Domestic Reclaimed Water Authorization: Please indicate whether or not you hold a Domestic Reclaimed Water Authorization so that we may make a note of the address change with the authorization.

## New Address Information

1. Mailing Address - Provide a complete new mailing address for receiving mail from the TCEQ. The address must be verifiable with the US Postal Service at

<http://www.usps.com> for regular mail delivery (not overnight express mail). If you find that the address is not verifiable using the USPS web search, please indicate the address is used by the USPS for regular mail delivery.

An address on the permit/registration can only be changed by endorsement. If the address change is due to a change in ownership, this will require the permit/registration to be transferred. A transfer application form will need to be used to apply for a transfer of ownership. You can obtain the transfer application by visiting our website at:

[http://www.tceq.texas.gov/comm\\_exec/forms\\_pubs/search\\_forms.html](http://www.tceq.texas.gov/comm_exec/forms_pubs/search_forms.html) or by calling the Business and Program Services Section at (512) 239-4671.

Country Mailing Information - If this address is outside the United States, enter the territory name, country code, and any non-ZIP mailing codes or other non-U.S. Postal Service features here. If this address is inside the United States, leave these spaces blank.

Phone Number - This number should correspond to this customer's mailing address given earlier. Enter the area code and phone number here. Leave *Extension* blank if this customer's phone system lacks this feature.

2. Billing Address: An annual fee is assessed to each permittee on September 1 of each year. Provide the complete mailing address where the annual fee invoice should be mailed. Verify the address with the USPS. It must be an address for delivery of regular mail, not overnight express mail. Also, provide a phone number of the permittee's representative responsible for payment of the invoice.

## **Other TCEQ Programs in which this regulated entity participates**

Please check one or more boxes to identify what other program areas the RN participates in. We will then notify them of the address change information.

## **Signature**

### **30 Texas Administrative Code §305.44. Signatories to Applications.**

(a) All applications shall be signed as follows.

(1) For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the

manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

(2) For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.

(3) For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).